



Natural Resources Conservation Service
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June 18, 2008

PENNSYLVANIA BULLETIN NO. PA360-8-5

SUBJECT: PER – Emergency Contact Information

Purpose: To remind employees of the option of populating EmpowHR with emergency contact information.

Expiration Date. September 30, 2009

Background. The Agency's personnel records management system, EmpowHR, has the ability to store personal contact information that remains available for use in emergency situations. Employees have the option to populate EmpowHR with contact information of a spouse and/or other family members. The EmpowHR system has fields under its "Emergency Contact" section that permits the entry of contact information of individuals who employees designate for emergency contact. The system permits the entry of the persons' name, address, and telephone number.

Although employees are not required to populate EmpowHR with such emergency contact information, all employees are strongly encouraged to input and maintain records in the event of emergency. The EmpowHR system is a secure web-based application, and records that are stored in the system are only accessible to supervisors and select human resources specialists. Information that is stored in EmpowHR is strictly prohibited from being shared or released unless for official business reasons.

The PA State Office performs a Continuity of Operation (COOP) exercise yearly and the significance of having access to current employee emergency contact information is especially important. EmpowHR instructions are attached to assist you.

Contact. Questions regarding this bulletin should be directed to your servicing human resources office.

CRAIG R. DERICKSON
State Conservationist

Attachment